

Payment Types

Users will be asked to identify the type of payment for which they paid an expense. To facilitate the user, a drop down menu will list the types of payment available.

Payment Type	Definition
Cash	Cash is currency, a personal check and/or personal credit card (non-State sponsored) used for payment of expenses incurred in conduct of official State business.
Corporate Card	A Corporate Card is a State-sponsored credit card used for payment of expenses incurred in conduct of official State business.
Direct Charge	<p>A Direct Charge is a travel expense that is charged directly to the State via a State approved travel agency or a General Services card. A Direct Charge includes airfare that is not directly paid to the airline or travel agency but billed by the airline or travel agency directly to the State.</p> <p>The Direct Charge payment type is not applicable to every expense item.</p>

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